



# **FIREFIGHTER TRAINEE**

## **Information**

The **Firefighter Trainee** is an entry-level fire suppression, prevention, and emergency response position for the CFD. Upon successful completion of the required CFD Recruit Academy 18 week training, personnel will progress into the position of a probationary firefighter.

### **What to Expect in the Recruit Academy:**

The recruit academy at the CFD is physically and mentally challenging to develop a quality firefighter that has confidence in the firefighter/EMT skill set. Candidates will be taught the necessary job related knowledge and skills to ensure they begin their careers with a strong foundation. This intense education process is combined with a comprehensive physical fitness program to prepare candidates for the physical aspects of the profession.

The program includes classroom instruction and hands on training in firefighting techniques, search and rescue, vehicle extrication, emergency medical services, firefighter survival, and the use of various firefighting tools and equipment. The CFD recruit academy is known as a rigorous, hands-on, drill-intensive training program that focuses on “TEAM” and “Pride and Ownership”. Recruits are evaluated weekly and must successfully complete all training elements in order to graduate.

### **Physical tasks and environmental conditions:**

Candidates must be able to climb ladders and stairs and work at considerable heights; lift, carry, drag, pull and push very heavy weights; perform work in physically demanding and adverse conditions including heat, smoke, fire, high temperatures, humidity and cramped spaces (exposure to allergenic and potentially harmful substances and dust exist).

The CFD recruit academy fitness program uses Crossfit principles in our training. Instructors are certified ACE peer fitness trainers. The Crossfit methodology has shown it is effective in increasing the work capacity of military personnel, police officers, and firefighters. We also focus a great deal on core and leg strength due to the fact that you will be wearing over 70 pounds of gear for upwards of eight hours a day during the academy. More functional exercises and information can be found at [www.crossfit.com](http://www.crossfit.com)

## **REQUIREMENTS**

The Firefighter Trainee must be at least 18 years of age at time of application and meet the following:

- High School Diploma or equivalent with an Associate's degree preferred
- Valid State Issued driver's license
- EMT certification **preferred** with minimum of one (1) year left on certification.

**\*\*** See "**Immediate Disqualifiers**" for a listing of concerns which may deem an applicant unable to continue in the process.

## **APPLICATION PROCESS**

### **Step One:**

Apply online at [www.charleston-sc.gov/employment](http://www.charleston-sc.gov/employment)

(Only online applications will be accepted).

The following **required documents** must be submitted with your application:

#### **Submit a Copy of...**

- High School Diploma or equivalent and/or College Degree
- Certified driving record from each state you have held a driver's license (total 10 year record)
- Military discharge – DD214 (if applicable)
- EMT/Paramedic certification (if applicable)

**\*\* All required documents must be submitted or your application will be removed from the hiring process.**

## **HIRING PROCESS**

### **Step Two:**

#### **Register for Written Test**

- Applicants who apply by the closing date and have been selected to move forward in the hiring process will receive an e-mail confirming the next step in the process.
- The email will include information for on-line registration for the written test, date and location.
- Written test scores will determine the pool for the hiring process.

**Step Three:** Applicants who are selected to advance will be invited via email with dates and availability to schedule the following:

- The optional PAT (Physical Ability Test) practice
- The required PAT
- Applicants who pass the PAT will be eligible for an oral board interview.

**As a condition of employment,** selected candidates must successfully complete a background check, and pass a comprehensive medical and psychological evaluation. Selection will be based on overall qualifications, oral board interview process and the needs of the City.

**VETERANS** - *We are thankful for your service!*

### **Preference Points**

A five point preference will be awarded on the written exam for honorably discharged veterans or service members currently serving in the United States Armed Forces. To qualify for the veteran's preference points, applicants must meet the following criteria:

- Have separated under honorable conditions from any of the branches of the armed forces of the United States after having:
- Served on active duty for 181 consecutive days or more.

***The above documentation must be received prior to the written examination for points to be awarded.***

**We are proud to offer the following additional resources to Veterans:**

- Certified VA approved School
- Veteran On-the-Job Training

## **Charleston Fire Department 2017 Pay Plan**

| <i>Firefighter - Trainee</i>                                                                                                         | Hourly             | Paramedic<br>Hourly        |
|--------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------------|
| <i>High School Diploma</i>                                                                                                           | \$15.30            | \$16.37                    |
| <i>Associate's Degree</i>                                                                                                            | \$16.37            | \$17.52                    |
| <i>Bachelor's Degree</i>                                                                                                             | \$17.52            | \$18.74                    |
| <i>Master's Degree</i>                                                                                                               | \$18.74            | \$20.06                    |
| Upon completion of Recruit School<br>Projected Compensation (Step 1)                                                                 |                    |                            |
| <i>Firefighter</i>                                                                                                                   | Hourly/Annual      | Paramedic<br>Hourly/Annual |
| <i>High School Diploma</i>                                                                                                           | \$11.39 / \$34,431 | \$12.18 / \$36,820         |
| <i>Associate's Degree</i>                                                                                                            | \$12.18 / \$36,820 | \$13.04 / \$39,419         |
| <i>Bachelor's Degree</i>                                                                                                             | \$13.04 / \$39,419 | \$13.95 / \$42,170         |
| <i>Master's Degree</i>                                                                                                               | \$13.95 / \$42,170 | \$14.93 / \$45,113         |
| Firefighters receive step (pay) increases of 5% each year beginning with their first anniversary month and for the next seven years. |                    |                            |

**The City of Charleston offers a competitive benefits package to supplement our employees' total compensation package.**

- **Group Health, Dental, Vision Insurance**
- **Flexible Spending Accounts**
- **South Carolina Retirement System Participation**
- **Optional Deferred Compensation Plans**
- **Vacation and Sick Leave**
- **Optional Life Insurance and Disability**
- **Tuition Reimbursement**
- **Wellness Programs**

**Do you have other questions?**

**Other Inquiries:** [cfcrecruitment@charleston-sc.gov](mailto:cfcrecruitment@charleston-sc.gov)

### **Immediate Disqualifiers**

An applicant whose background includes any of the following concerns would not be permitted to continue in the selection process.

#### **Criminal History**

- Conviction of any felony or any crime involving moral turpitude
- Conviction of any crime which carries a 6 month jail sentence or more
- Any conviction of domestic violence, including simple assault against a domestic partner, spouse, child or parent
- Adult commission of undetected crimes of a serious or repetitive in nature

#### **Traffic Violations**

- Three or more negative points on a South Carolina Operator's license or the equivalent for out of state license
- Points may be negated by attending defensive driving school offered by the Division of Motor Vehicles prior to initial testing
- Any conviction of the following within the last 5 years:
  - Driving under the influence of drugs and alcohol
  - Refusal to take blood or breath test
  - Eluding police, racing, or leaving the scene of an accident

#### **Drugs**

- Any involvement in the sale or distribution of illegal drugs as an adult
- Juvenile involvement in the sale or distribution of illegal drugs is an area of concern which will be given careful scrutiny in the context of the full review
- Any illegal possession of heroin, cocaine, hallucinogens or any other schedule 1 or 2 drug, or any derivative thereof, within the last 7 years
- Illegal possession of anabolic steroids within the last 3 years
- Illegal possession of marijuana or a derivative thereof within the last 24 months

#### **Others**

- Dishonorable discharge from any military service
- Untruthfulness and/or intentionally withholding of information on any application,

interview or paperwork associated with this application. Examples of intentional withholding of information would include the following:

- Deliberate inaccuracies or incomplete statements
- Cheating on any exam or testing associated with the application

**Note:**

This is not meant to be an exhaustive listing of background disqualifiers. Applicants who are successful in the initial testing will undergo a thorough background investigation. Areas of concern will be evaluated on a case-by-case basis within the context of the full review. Examples of the areas of concern may include but are not limited to the following:

- Reduction of charges as a result of a plea agreement or other form of sentencing disposition prior to a conviction in any of the aforementioned criminal and driving history categories
- Crimes committed against a juvenile, including undetected crimes
- Patterns of reckless and/or irresponsible driving
- Multiple convictions of driving under the influence
- Illegal drug possession that does not fall within the parameters of the above
- Less than honorable discharge, erratic work record, or unfavorable work employment references
- Pending litigation or prosecution for criminal offenses must be resolved prior to consideration for employment